



GULF COUNTY, FLORIDA BUILDING DEPARTMENT

1000 CECIL G. COSTIN, SR, BLVD., ROOM 305 * PORT ST. JOE, FLORIDA 32456 * PHONE (850) 229-8944 * FAX (850) 229-7873

RESIDENTIAL BUILDING PERMIT CHECKLIST

1. OWNER'S NAME, MAILING ADDRESS AND PHONE NUMBERS.
2. 911 OR PROPERTY ADDRESS, PROPERTY TAX IDENTIFICATION NUMBER.
3. LEGAL DESCRIPTION.
4. CONTRACTOR'S NAME, MAILING ADDRESS, PHONE NUMBERS.
5. CONTRACTOR'S FLORIDA LICENSE NUMBER AND FLORIDA LICENSE EXPIRATION DATE.
6. APPROVED DEPARTMENT OF ENVIRONMENTAL HEALTH PERMITS.
7. SEWER RECEIPTS IF APPLICABLE.
8. IF LOCATED IN A FLOOD ZONE, A FLOOD STATEMENT LETTER OR ELEVATION CERTIFICATE **MUST** BE PROVIDED WITH THE PERMIT APPLICATION.
9. TWO (2) COPIES OF SEALED PLANS REVIEWED BY A FLORIDA ENGINEER OR ARCHITECT IDENTIFYING THE MINIMUM BUILDING CONSTRUCTION REQUIREMENTS. NOTE: ONE (1) SET OF BUILDING PLANS WILL BE RETURNED WHEN THE PERMIT IS PURCHASED.
10. MINIMUM BUILDING CONSTRUCTION REQUIREMENTS:
 - a. SEALED PLANS COMPLYING WITH THE 2007 FLORIDA BUILDING CODES.
 - b. BUILDING **MUST** MEET FEMA FLOOD REQUIREMENTS.
 - c. ELEVATIONS INDICATING FRONT, REAR, AND SIDE VIEWS.
 - d. FOUNDATION PLAN INDICATING FOOTER SIZE, SLAB, PILING, ETC.
 - e. ROOF SYSTEM **MUST** SHOW WHETHER IT IS A PRE-BUILT TRUSS SYSTEM OR HAND-FRAMED.
 - FOR PRE-BUILT TRUSSES, THE BUILDING DEPARTMENT **MUST** HAVE A COPY OF THE TRUSS DETAIL SYSTEM PROVIDED BY THE TRUSS MANUFACTURER.
 - f. TYPICAL WALL SECTION.
 - g. WINDOWS AND DOOR SIZES.

- h. ROOMS (ALL) **MUST** BE LABELED ACCORDING TO USE.
 - i. WALL SHEATHING NAIL PATTERN.
- 11. SITE PLAN INDICATING PLACEMENT OF HOME, SEPTIC TANK, WATER WELL, SHEDS, ETC.
 - a. **GULF COUNTY, FL SETBACKS:** 7 ½ feet from all property lines up to 25 feet in height, 9 ½ feet thereafter. Twenty (20) feet from all road right-of-ways at the property line.
- 12. COMPLETED “FLORIDA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION” FORM.
- 13. IF THE BUILDING IS LOCATED ON MORE THAN ONE (1) ACRE OF LAND, OMIT THE SURVEY REQUIREMENTS BY PROVIDING A NOTARIZED LETTER STATING THE APPLICANT (OWNER) WILL BE RESPONSIBLE FOR THE PLACEMENT OF THE BUILDING AND ALL REQUIRED SETBACKS ARE MET.
- 14. APPROVED DEPARTMENT OF TRANSPORTATION (D.O.T.) ACCESS PERMIT IF ENTERING A HOME/HOUSE OFF A HIGHWAY.
- 15. **“NOTICE OF COMMENCEMENT” FORM FILED WITH THE GULF COUNTY CLERK’S OFFICE PRIOR TO PERMITTING.**

NOTES:

- 1. INSPECTIONS **MUST** ONLY BE PHONED INTO THE BUILDING DEPARTMENT BY THE PERMIT HOLDER.
- 2. INSPECTIONS: CALL THE BUILDING DEPARTMENT AT (850) 229-8944 BETWEEN 7:00 A.M. – 5:30 P.M. EASTERN TIME MONDAY THRU THURSDAY. CALL ONE (1) DAY IN ADVANCE OF THE DAY THE INSPECTION IS NEEDED.
- 3. INSPECTION TIMES WILL NOT BE PROVIDED.
- 4. A POSSIBLE RE-INSPECTION FEE MIGHT BE ASSESSED IF THE BUILDING/STRUCTURE IS NOT READY FOR A **SCHEDULED** INSPECTION.
- 5. PERMIT HOLDERS **MUST** PROVIDE RESTROOM FACILITIES FOR THE DURATION OF THE BUILDING PROJECT.
- 6. PERMITS HOLDERS **MUST** LIMIT TRASH AND DEBRIS TO THE CONSTRUCTION AREA, UTILIZING EITHER A DUMPSTER OR DAILY REMOVAL OF WASTE.

BUILDING DEPARTMENT DAYS AND TIMES OF OPERATION

MONDAY THRU THURSDAY - 7:00 a.m. – 5:30 p.m. EASTERN TIME